

# Forms Checklist for Enrolling a New Employee

The following forms are necessary to enroll a new employee with NDPERS; complete all that apply to your agency.  
[NOTE: This checklist pertains only to the programs/plans administered by NDPERS.]

## **RETIREMENT PLAN:**

√	Employee's Membership Application for Retirement [SFN 2561] .....and
√	Designation of Beneficiary [SFN 2560], and if member is a temporary/part-time employee...
√	Participation Agreement/Waiver of Participation [SFN 17627]

## **HEALTH INSURANCE PLAN:**

√	NDPERS Group Health Application.....or
√	BCBS Waiver of Health Coverage

## **LIFE INSURANCE PLAN:**

√	Group Life Insurance Application
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## **DENTAL INSURANCE PLAN:**

√	Voluntary Dental Enrollment/Change form (ReliaStar)
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## **EMPLOYEE ASSISTANCE PROGRAM:**

√	Employee is automatically covered
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## **LONG TERM CARE PLAN:**

√	Long Term Care Enrollment Kit (UNUM)
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## **FLEX COMP PLAN:**

√	Benefit Election/Salary Reduction Agreement [SFN 17759]
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## **DEFERRED COMPENSATION PLAN:**

√	Participant Agreement [SFN 3803]
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Long Term Care Insurance is underwritten by Unum Life Insurance Company of America under the UnumProvident brand.



## Long Term Care Insurance

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### Welcome

to the site created  
specifically for  
North Dakota  
Public  
Employees  
Retirement  
System

### Glossary of Terms

At any time, if you're  
unsure of the  
terminology presented  
here, please refer to the  
[Definitions Page](#).

## Remember when you thought you were invincible?

Nothing could stop you. Now, as an adult,  
you realize that no one is invincible, and  
that your dreams and plans are probably a  
lot different than those of your childhood.  
That's because life, to say the least, is  
unpredictable.

But if something happened to you, and you  
needed assistance with everyday activities,  
how would you pay for it? Would you have  
to deplete your family savings, your  
children's college funds or dip into your  
retirement plan? If the answer to any of  
these questions is yes, then you should  
consider purchasing Long Term Care (LTC)  
Insurance.



Next

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